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19 May 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Background Information on Suitland Records Center

1. In response to your request for additional information concerning the types of documents to be stored in the Federal Records Center Vault at Suitland, the Security controls established, and the administrative procedures to be employed the following information is submitted.

BACKGROUND

In January 1964 the CIA Records Administration Officer predicted that our Records Center would be full by 1967. He was advised that no new construction would be authorized during this time period and he was asked to consider alternative solutions. One of the recommendations was to "Negotiate with GSA and the Agencies of the USIB to reach an agreement for the centralized secure storage of certain reference records."

Negotiations in the Spring of 1964 resulted in an agreement with the Assistant Archivist for Records Management and the Assistant Archivist for Federal Records Centers that one of the several vaults in the Suitland building would be reserved for use by the USIB community.

In August 1964 interested Agencies studied the GSA plans for the proposed Suitland Records Center. The plan was approved by the Agency offices whose records were being considered for storage at Suitland and endorsed by the USIB Committee on Documentation on 11 May 1965. (TAB A)

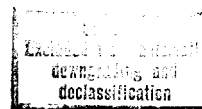
TYPES OF DOCUMENTS

Agency Inactive and Archival records are too sensitive to be stored outside Agency facilities. This was the basic principle upon which the Records Center was established. The Vital Records are an intrinsic part of the Emergency Relocation Plan for [REDACTED]

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Of the CIA/USIB Intelligence Reference Collections only those classified less than TOP SECRET and which have been distributed

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to the USIB Community will be transferred to the Federal Records Center. Attached at TAB B is a list of 44 types of publications that make up the major portion of that collection. Office of Security approval is attached at TAB C.

During the negotiations for this space, the National Archives and Records Service (NARS) said that the Intelligence Reference Collection did not qualify as inactive records and could not be serviced or stored by NARS. Extra copies of published material are not acceptable for storage in Federal Records Centers, but the long range possibility of a central USIB intelligence reference collection that would help eliminate thousands of duplicate records in storage by other agencies was of interest to them. It was decided that if this collection was serviced by CIA personnel NARS would accept our definition of it as reference records.

#### SECURITY CONTROLS

Plans for the building were reviewed by our offices of Security and Logistics and certain modifications were made in the construction to meet our security standards. The vault construction exceeds our minimum Security requirements. The doors, locks, and alarm systems have been approved by our Office of Security. The Suitland Center has an armed guard located in the building during the night, and day and night over the weekends.

We plan to occupy part of a vault which will also contain records from NSA and DIA, but the records will not be intermingled. NSA storage is compartmented by a cinder block wall. We plan to install a personnel barrier to compartment the Agency section of the vault. DIA material will be open storage within the vault. The Office of Logistics made a preliminary estimate that an expanded metal barrier of the kind recommended by the Office of Security would cost approximately \$7,000. Agency personnel will be in the vault during the day. The alarm system, the guards, and controlled access restrictions are the after hours controls.

#### OPERATING PROCEDURES AND CONTROLS

All of the access requirements, document controls, and distribution records currently in use at the Agency Records Center will be applied. Only Agency employees, assigned to the NARS Records Center on an informal detail, will service the requests and the Agency Courier System will handle the document transportation in and out.

The NSA compartmented section will remain locked and will be visited by NSA personnel infrequently to process the few requests and deposits they require.

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The DIA material will continue to be serviced by GSA cleared personnel.

Our employees will be paid by the Agency. They will serve under technical guidance of the Agency and under the Administrative supervision of NARS. Budget requests have been submitted for three ceiling positions. Until new positions are established, two slots have been provided from the Office of the DDS.

A Memorandum of Understanding on the detailed personnel arrangement is being drafted for DDS signature to the Archivist of the United States, and will be submitted within the next week.

GSA is now operating in the building and will spend the next year moving in its records. We hope to begin our move this summer.

#### MICROFILMING

Microfilming inactive records to conserve space was among the alternatives considered for the January 1964 report and has been periodically reviewed since. The cost of microfilming one cubic foot of records today averages approximately \$30.00; the same paper can be kept in Records Center storage for about 69 years for that amount.

The new microfilming technology holds great promise but the state of the art today has not changed the cost ratio nor improved the storage and retrieval limitations.

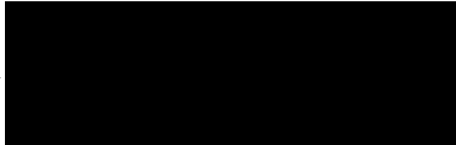
In November 1961 the Chief, ADP Staff estimated that it would cost \$675,000 to microfilm 29,437 cubic feet of selected material at the Center. In addition, he estimated that 112 people would be required during the first year of conversion, and 40 full time employees would be needed permanently to keep pace with accessions of 10,000 cubic feet per year. That survey report is attached at TAB D.

Where microfilming is economically feasible and efficient as a part of an office operation we recommend storage of the micro-filming product. At present there is in the Records Center approximately 93,000 reels of microfilm, 151 cubic feet of aperture products.

2. The Suitland Project is worth more than a half million dollars to the Agency. In 1957 we spent \$448,000 to construct 60,000 cubic feet of storage space. Today, we have acquired about 50,000 cubic feet without charge. The only expense will be a \$7,000 barrier and about \$20,000 per year in salaries.

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3. It is important to note for the future that in the first ten months of this Fiscal Year, the Records Center has averaged a daily receipt of 73 boxes and disposed of 27 boxes per workday, for a daily net growth of 46 cubic feet. At this rate, the removal of 20,000 cubic feet permits a two year growth. We hope to stretch it to three years. New solutions are being sought but for the present it appears our only reasonable outlook for the future is the acquisition of additional space for hard copy storage.



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CIA Records Administration Officer